STATE OF CALIFORNIA
Judicial Branch
Judicial Council of California

Class Code: 3287
Band/Grade/Subgrade: C41
FLSA Status: Exempt
Established: January 1, 2016
Revised: September 1, 2020

Fiscal Services Support Supervisor

JOB FAMILY DEFINITION

This classification falls within the Fiscal Services Support Job Family, encompassing a range of work in which incumbents are responsible for providing accounting operations and transaction processing support related to client payroll/benefits, procurement, trust, account payable, and general ledger functions of the Judicial Council directly as well as on behalf of client courts. The class represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

CLASS SUMMARY

This is a supervisory level class. Incumbents, as assigned, are responsible for providing day-to-day supervision of four or more Judicial Council staff providing transaction processing and accounting operations work including, but not limited to accounts payable or procurement for the Judicial Council directly as well as on behalf of client courts. In addition, an incumbent serves as a technical subject matter expert over their assigned services area, and ensures that policies and procedures are followed and customer service and work standards are met.

DISTINGUISHING CHARACTERISTICS

The Fiscal Services Support Supervisor class is distinguished from other classifications in the Fiscal Services Support Job Family in that it supervises four or more Judicial Council staff, and is responsible for assigning, reviewing, and evaluating work to ensure it is performed consistent with policies and procedures. Supervision includes participation in, and/or implementation of, hiring and disciplinary decisions. In addition, a primary purpose is to serve as a technical subject matter expert in the assigned function.

The Fiscal Services Support Supervisor may oversee a high volume of work, representing a significant dollar value to the Judicial Council.

EXAMPLES OF ESSENTIAL DUTIES *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Supervises the day-to-day activities of one or more fiscal services units including, but not limited to accounts payable or procurement; reviews and approves transactions; develops, recommends, and implements operating policies and practices; develops, recommends, and implements work processes and sets standards.
- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; provides training and development; conducts performance evaluations; and participates in the administration of discipline as required.
- Ensures transactions are handled in compliance with Judicial Council, state, and federal law, policies, and procedures.
- Monitors and approves transaction batch processing, as assigned.
- Monitors procurement processes and approves purchase orders, as assigned.
- Resolves customer and vendor inquiries.
- Provides training to internal and/or external clients in assigned area.

- Acquires and maintains supplies for work unit, as assigned.
- Maintains databases, performing user administration functions, extracting standard reports and information, and coordinating maintenance and troubleshooting with technology staff, as assigned.
- Performs the work of subordinate staff from time to time.
- Performs other duties of a similar nature and level as assigned.

EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES *(Illustrative Only)*
Responsibilities across incumbents in this classification are covered in the "Examples of Essential Duties" list. While incumbents assigned to this classification may access, maintain or use function-specific tools and/or perform specific supervisory and transaction processing tasks aligned with one work unit, the general description of the work tasks involved in this class do not vary significantly and therefore no position specific duties are noted.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's degree, preferably in accounting or business related field, and two (2) years of accounting or procurement experience, including one (1) year of supervisory experience. Some positions may require up to two years of experience in area of assignment (such as payables, procurement, and/or payroll). *An additional four years of professional experience in the assigned function as noted above may substitute for the bachelor's degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.*

OR

Two years as an Associate Fiscal Analyst or three years as a Fiscal Services Coordinator with the Judicial Council of California or two years of experience performing the duties of a class comparable in the level of responsibility to that of an Associate Fiscal Analyst or three years of experience performing the duties of a class comparable in the level of responsibility to that of a Fiscal Services Coordinator in a California Superior Court or California state-level government entity and a) completion of training courses on topics related to effective supervision within 6 months of promotion; or b) one year of previous supervisory experience.

LICENSING AND CERTIFICATIONS

- None

KNOWLEDGE OF

- Supervisory principles, practices, and techniques;
- Organizing, prioritizing, assigning, and monitoring multiple work activities to meet critical deadlines;
- Business methods, principles, and practices;
- Principles, practices, and methods of governmental accounting;
- Public procurement practices and methods, as assigned;
- Basic contract administration, as assigned;
- Contract and purchasing terminology and its application, as assigned;
- Principles and practices of conflict resolution;
- Negotiation techniques;
- Cost benefit evaluation methods;

- Financial transaction workflow and business process for accounts payable and procurement;
- Business math concepts;
- Proper English grammar, punctuation, and spelling;
- Customer service principles;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

SKILL IN

- Supervising, monitoring, training, and evaluating staff;
- Prioritizing and assigning work activities;
- Meeting assigned deadlines, prioritizing competing demands, and delegating assignments;
- Reviewing and verifying financial transactions as a transaction approver;
- Organizing and communicating financial data in a comprehensive and simple format;
- Using subject matter expertise to create and present training to internal and external clients and subordinate staff;
- Providing conflict resolution;
- Preparing documents and correspondence;
- Providing customer service;
- Exercising tact and diplomacy;
- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, walking, reaching, standing, grasping, pushing, pulling, lifting, fingering, kneeling, crouching, stooping, seeing, hearing, talking, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents generally work in a typical office environment with adequate light and temperature. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require local and statewide travel as necessary.

Please Note: *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*